

PS 3450.08 INCENTIVE AWARDS & RECOGNITION FOR CENTRAL OFFICE
EMPLOYEES



Program Statement

OPI: HRM
NUMBER: 3450.08
DATE: 7/19/99
SUBJECT: Incentive Awards and
Recognition for Central
Office Employees

1. **PURPOSE AND SCOPE.** To establish a system to recognize promptly and reward equitably Central Office employees who act in an exemplary manner or make significant contributions to the efficiency and effectiveness of government operations.

2. **SUMMARY OF CHANGES.** This revision reflects the following changes:

- Increase the monetary amounts for Employee of the Month, Supervisor of the Quarter, and yearly awards;
- Require the Central Office Personnel Office to review performance award nominations before routing to assistant directors;
- Require suggestion award boxes be checked monthly; and,
- Revise the nomination form.

3. **PROGRAM OBJECTIVES.** The expected results of this program are:

- a. Recognition for exemplary job performance and meritorious achievements will be given to Central Office employees.
- b. Award nominations and awards will be processed expeditiously.

4. **DIRECTIVES AFFECTED**

a. **Directive Rescinded**

PS 3450.07 Incentive Awards and Recognition for Central
Office Employees (9/18/96)

b. Directive Referenced

PS 3451.03 Awards Program, Incentive Awards, Bureau of
Prisons (5/10/94)

5. **STANDARDS REFERENCED.** None.

6. **INCENTIVE AWARDS COMMITTEE.** The Incentive Awards Committee is to meet on the **first Tuesday of each month**. Committee members are:

- The Central Office Human Resource Manager (chairperson and voting member),
- One voting representative from each division (including the National Institute of Corrections),
- A personnel representative to record minutes of the meeting, and
- A Union representative.

7. **AWARD ELIGIBILITY REQUIREMENTS.** All Central Office staff are eligible for awards except where otherwise noted.

- Public Health Service and National Health Service Corps employees are eligible to receive all awards and benefits except for monetary awards.

8. **SUSTAINED SUPERIOR PERFORMANCE AND SPECIAL ACT AWARD**

a. **Sustained Superior Performance Award (SSP).** Granted in recognition of an employee's sustained superior performance which exceeds normal job requirements for a period of at least six months.

b. **Special Act Award.** Given for a one-time or non-recurring contribution by an employee or group of employees. Recognition is appropriate when an employee or group of employees performs substantially beyond expectations on a specific assignment or job function or a one-time, non-recurring special act.

- This award may be of monetary or non-monetary value.

c. **Nomination Procedures.** The immediate supervisor is responsible for initiating the recommendation based on the employee's contribution.

- The employee's current performance rating of record

must be used as supporting evidence for a Sustained Superior Performance award.

- Justifications are to be submitted on the Nomination Incentive Award form (Attachment A) and include a narrative with emphasis on results achieved.
- Nominations are to be routed to the appropriate branch chief for approval. The branch chief forwards the approved nomination to the Human Resource Manager, Central Office Personnel Office (COPO), to review for technical compliance.
- The award nomination is then forwarded to the Assistant Director for final approval.

Nominations not approved are to be returned after discussion with the branch chief/supervisor.

9. EMPLOYEE OF THE MONTH, SERVICE EXCELLENCE AWARD, SUPERVISOR OF THE QUARTER, ADMINISTRATIVE SUPPORT STAFF OF THE YEAR, AND EMPLOYEE OF THE YEAR AWARDS

a. **Nominations and Approvals.** Nominations are to be submitted through the supervisory chain of command where the nominated employee is assigned.

- Nominations must be made by a first line supervisor or above.

Nominations are to be submitted on Attachment A and clearly address the nominee's:

- exemplary job performance or
- meritorious achievements.

Candidates must have exceeded their performance requirements.

- The Assistant Director is to select the division's nominees and forward the nominations to COPO on Attachment A.
- COPO must submit all nominations to the Incentive Awards Committee for review and recommendation.
- The Committee's recommendation is to be forwarded to the Assistant Director, Human Resource Management Division, for selection.

b. **Awards and Criteria**

- **Employee of the Month:** \$350 special act award; Bureau wrist watch; and name and photograph placed on display.

Nominations must be approved by the respective branch chief and forwarded to COPO by the **last Friday of each month** to be considered.

- **Service Excellence Award:** \$100 special act award. This award may recognize employees who have met the award criteria for Employee of the Month but who were not selected.

Nominations will be chosen by the Incentive Awards Committee.

- **Supervisor of the Quarter:** \$750 special act award; Bureau wrist watch; and name and photograph placed on display.

Nominations must be approved by the respective Assistant Director and submitted to COPO by the **last Friday of March, June, September, and December** to be considered.

This award is limited to individuals serving in a supervisory position.

- **Administrative Support Staff of the Year:** \$1,500 special act award; Bureau wrist watch; and name and photograph placed on display.

Nominations for this award must be approved by the respective Assistant Director and submitted to COPO by the **first Monday in December** to be considered.

This award is limited to individuals serving in an administrative support position.

- **Employee of the Year:** \$1,500 special act award; Bureau wrist watch; and name and photograph placed on display.

Nominations for this award must be approved by the respective Assistant Director and submitted to COPO by the **first Monday in December** to be considered.

10. SUGGESTION, EXTRA MILE, AND TIME-OFF AWARDS

a. **Suggestion Awards.** Employees may submit suggestions to the Incentive Awards Committee at any time using the suggestion form (BP-372(34)).

- In the HOLC building, forms are located in COPO and in the elevator lobbies on the fourth and tenth floors. Forms are also available in the lobby of the 400 First Street Building and on the ninth floor of the 500 First Street Building. Forms may be deposited in suggestion boxes or submitted directly to COPO.
- Suggestion boxes are checked monthly.

Awards are reserved for suggestions which directly increase the economy, efficiency, or effectiveness of Bureau operations or which suggest changes to routine practices that have a significant impact on increasing effectiveness in Government programs or missions.

- When more than one employee has contributed to the suggestion, the percentage of each individual's contribution to the suggestion must be indicated.

Suggestions which focus on routine services, benefits, working conditions, housekeeping, or maintenance of buildings, and grounds shall be processed through administrative channels and **are not** be eligible for award consideration.

Suggestions also **are not to be considered** when the processing costs clearly exceed benefits or which pertain to routine safety and security practices.

Once received in COPO, suggestions are assigned an identification number and the employee sent a receipt. COPO shall forward the suggestion (without the employee's name or any identifying features) to the division responsible for the subject matter contained in the suggestion for staff review.

- These staff are to consider the suggestion and evaluate the nature and degree of the benefit. Their recommendations will be returned to COPO for discussion at the next Incentive Awards Committee meeting.
- The suggestion is to be considered by the Incentive Awards Committee which makes a recommendation, in writing, on whether to adopt it.

- The Assistant Director for the area affected by the suggestion makes the final decision.
- COPO is to inform the employee(s) of the final action taken and ensure that approved suggestions are referred to the appropriate division for implementation.
- The Incentive Awards Committee may review approved suggestions periodically to ensure implementation.

The type of incentive award (if any) is to be determined by the Incentive Awards Committee and appropriate Assistant Director.

b. **Extra Mile Award.** This award recognizes employees whose performance in a project or task has been exemplary and contributed to its success.

- Nominations shall be submitted by the employee's supervisor to his or her Assistant Director.
- The Assistant Director may approve the nomination by forwarding it for processing to COPO with the award justification on Attachment A.

Selected employees shall receive a \$100 incentive award.

c. **Time-off Award.** This award grants time-off without loss of pay or charge to leave for recognition of superior accomplishments or other personal efforts that contribute to the quality, efficiency, or economy of government operations.

Nominations are based on quality contributions involving a difficult or important project or assignment.

- Nominations are to be submitted by the employee's supervisor to his or her Assistant Director. The Assistant Director may approve the nomination by forwarding it for processing to COPO with an award justification memorandum on Attachment A.
- Recipients may be granted **four to 40 hours for a single performance** contribution. The total amount of time-off an employee may be granted **during a leave year is 80 hours**. Every attempt should be made to use the time off within 120 calendar days of approval. **Time-off hours are to be forfeited if not used within one year**

or if the employee separates from the Department of Justice.

- Presidential Appointees not subject to the Annual and Sick Leave Act are **ineligible** for Time-off Awards.

11. **PROCESSING OF AWARDS.** COPO must process awards in accordance with the following:

- Suggestion Awards; Employee of the Month; Supervisor of the Quarter; Administrative Support Staff of the Year; and Employee of the Year **are to be processed using the effective date of the first full pay period after the award is approved.**
- Extra Mile and Time-off Awards **are to be processed using the effective date of the first full pay period after COPO receives the nomination.**

/s/
Kathleen Hawk Sawyer
Director

Nomination for Incentive Award

Employee Data		COPO Date Stamp
Name		
Social Security #		
Division		
Title		
Grade/Step		

Step 1		Award Data	
Type of Award:		Amount:	
Non-Monetary Award (specify)	Special Act Award	Employee of the Month (\$350)	
Extra Mile Award (\$100)	Sustained Superior Performance*	Supervisor of the Quarter (\$750)	
Time Off Award	Quality Step Increase*	Admin. Support Staff of the Year (\$1500)	
* QSI/SSP nominations must include evaluation less than 60 days old.		Employee of the Year (\$1500)	
Justification:		Period Covered by Award: From To	
Recommending Supervisor		Branch Chief	
date		date	

Step 2				Central Office Personnel Office Review			
Received in COPO:		Returned to COPO:		Keyed into NFC:			
Logged into EASY:		Effective Date:		Letter Prepared:			
Performance Award History		Date:	Type:	Amount:	Date:	Type:	Amount:
for Last Two Years:		Date:	Type:	Amount:	Date:	Type:	Amount:
For QSI/SSP:		Date of Evaluation:		Next Projected WGI:			
Latest Evaluation Rating:		Less than 60 days old? Y N		Effected by QSI? Y N			
Human Resource Manager							
Technical Compliance:		(signature)			(date)		

Step 3		Final Approval	
Assistant Director			
(Director if over \$2000.00)			
		(signature)	
		(date)	

NOTE: RETURN TO COPO PROMPTLY AFTER FINAL APPROVAL. EFFECTIVE DATE WILL BE FIRST FULL PAY PERIOD AFTER DATE APPROVED NOMINATION IS RECEIVED IN COPO.